

**CITY OF MENASHA**  
**Common Council**  
**City Hall-140 Main St.-Council Chambers-3rd Floor**  
March 17, 2008

**MINUTES**

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**1. CALL TO ORDER**

Meeting called to order by Mayor Laux at 7:40 p.m.

**2. PLEDGE OF ALLEGIANCE**

**A. [Pledge of Allegiance](#)**

**B. [Moment of Silence for Winifred Pawlowski](#)**

A moment of silence observed for City resident Winifred Pawlowski.

**3. ROLL CALL/EXCUSED ABSENCES**

PRESENT: Ald. Chase, Merkes, Taylor , Wisneski, Pack, Hendricks, Eckstein

EXCUSED: Ald. Michalkiewicz

ALSO PRESENT: Mayor Laux, CA/HRD Brandt, PC Stanke, FC Vander Wyst, DPW Radtke, CDD Keil, PRD Tungate, C/T Stoffel, Clerk Galeazzi, and the Press.

DEPT. HEAD EXCUSED: PHD Nett

**A. [PUBLIC HEARINGS: 1. 7:00 PM - Special Use Permit Application of Consolidated Construction Company, parcel 1-196 \(205 Milwaukee St.\) 2. 7:00 PM - Input on a proposed Wisconsin Department of Commerce Planning Grant application \(redevelopment of former Gilbert Mill site\)](#)**

1) Special Use Permit Application of Consolidated Construction Company, 205 Milwaukee St. CCD Keil gave a presentation on the request to remodel the current building at 205 Milwaukee Street. The remodeling would make it a non-conforming building for that area. City ordinance requires Council approval and a public hearing to allow for a special use.

NO ONE FROM THE PUBLIC SPOKE.

2) Input on a proposed Wisconsin Department of Commerce Planning Grant Application (Redevelopment of former Gilbert Mill Site)

See CDBG Planning Grant Pre-Application Summary at end of Minutes.

NO ONE FROM THE PUBLIC SPOKE.

**4. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE**

**Minutes to approve:**

**A. [Common Council, 3/3/08](#)**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve Minutes

Motion Carried on voice vote  
Results:

**Minutes to receive:**

- B. [Administration Committee, 3/3/08](#)
- C. [Board of Public Works, 3/3/08](#)
- D. [Information Technology Steering Committee, 1/16/08](#)
- E. [Parks and Recreation Board, 2/11/08](#)
- F. [Plan Commission, 3/4/08](#)

**Communications:**

- A. [Winnebago County Board of Canvass Minutes, 2/21/08; February 19, 2008 election](#)
- B. [NM Fire Rescue, 3/6/08; Annual MDA Fundraiser](#)
- C. [Patricia Lange \(Kenwood Office Center LLC\) to FC Vander Wyst, 2/22/08; Thank you letter for services provided](#)
- D. [PRD Tungate, 2/29/08; Launch of "Park Watch" Program](#)
- E. [Resident Concern - Carrie Waters \(409 Second St.\)-Parking lot lighting at 205 Milwaukee St.](#)
- F. [Resident Concern-Glenn Niemuth\(204 Milwaukee St.\), 3/12/08; Parking lot lighting at 205 Milwaukee St.](#)
- G. [WI DNR, 3/4/08; Tree City USA nomination letter](#)
- H. [Customers First!, 3/08; The Wire Newsletter](#)
- I. [Ald. Taylor to Council, 3/13/08; Menasha's Fourth District News](#)

Moved by Alderman Wisneski, seconded by Alderman Chase to approve Minutes to Receive B-F and Communications A-I

Discussion: Ald. Taylor-Comm. D; Encourage to participate in program, recommend signs to promote.

Ald. Wisneski-Comm D; Result of Park Study and citizen input. Officer Jorgenson put together.

Motion Carried on voice vote  
Results:

**5. PUBLIC COMMENTS ON ANY MATTER OF CONCERN TO THE CITY**

**Five (5) minute time limit for each person**

- A. [Public Comments on any matter of concern to the City](#)

None

**6. APPOINTMENTS**

- A. [Alderman Wisneski's recommendation for Council approval to the Utilities Commission: 1. Appointment of Joe Guidote, 1029 9th St., for the term of March 17, 2008 to October 1, 2012](#)

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve appointment of Joe Guidote to Utilities Commission

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**B. Mayor's appointment to the Landmarks Commission: 1. Joseph Weidert, 841 Broad St., for the term of March 17, 2008 to March 1, 2011**

Moved by Alderman Taylor, seconded by Alderman Merkes to approve appointment of Joseph Weidert to Landmarks Commission

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**7. CLAIMS AGAINST THE CITY**

**A. None**

**8. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

**A. None**

**9. REPORT OF COMMITTEES/BOARDS/COMMISSIONS**

**A. Plan Commission:**

- 1. 3/4/08; Recommends approval of the Special Use Permit for ACE Garage without the motorcycle repair facility with the following conditions: 1. The southern-most Milwaukee Street ingress/egress be closed. 2. That the transitional area meets city code. 3. That window are incorporated in the Milwaukee Street facade. 4. The EIFS is to begin at grade, rather than the proposed 3 feet from grade. 5. The initial proposed lighting plan be implemented, with the east light pole to be evaluated for light trespass.**

Moved by Alderman Merkes, seconded by Alderman Hendricks to approve w/ Conditions Special Use Permit

Discussion

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**B. Administration Committee:**

- 1. State of Wisconsin Department of Natural Resources Intergovernmental Agreement, Winnebago County, City of Menasha and Wisconsin Department of Natural Resources, 204 Railroad Street**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve Intergovernmental Agreement

Motion carried on roll call 7-0 (Michalkiewicz-absent)

- 2. Annual request of Stone Toad to serve alcoholic beverages on their deck from April 1 to November 1, 2008**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve Stone Toad request

Motion carried on roll call 7-0 (Michalkiewicz-absent)

- 3. Annual request of Nauts Landing to serve alcoholic beverages on their deck from April 7 to October 31, 2008**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve Nauts Landing request

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**4. [Accounts payable and payroll for 3/6/08 - 3/13/08 in the amount of \\$511,955.67](#)**

Moved by Alderman Wisneski, seconded by Alderman Eckstein to approve accounts payable and payroll

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**C. [Board of Public Works:](#)**

**1. [Change Order - CD Smith Construction, Inc.; Water Treatment Plant Modifications; Contract Unit No. M002-940266.02; Add: \\$26,325.00 \(Change Order No. 14\)](#)**

Moved by Alderman Pack, seconded by Alderman Eckstein to approve change order

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**2. [Street Use Application - Neenah-Menasha Fire Rescue Open House; Saturday, April 26, 2008; 9:00 AM to 2:30 PM](#)**

Moved by Alderman Pack, seconded by Alderman Eckstein to approve Street Use Application

Motion carried on roll call 7-0 (Michalkiewicz-absent)

**3. [Request Authorization to Execute Intergovernmental Agreement for Educational Efforts about Recycling, Wisconsin DNR 2009 Recycling Efficiency Incentive Grants](#)**

Moved by Alderman Pack, seconded by Alderman Eckstein to approve Intergovernmental Agreement

Discussion

Motion carried on roll call 4-3. Wisneski, Pack, Eckstein, Chase - yes

Merkes, Taylor, Hendricks - no

Michalkiewicz-absent

**4. [Parking Committee Recommendation to Prohibit Parking Along the East Side of Baldwin Street](#)**

Ordinance to be prepared.

**5. [Parking Committee Recommendation to Prohibit Parking on River Street West of the Railroad Tracks](#)**

Ordinance to be prepared.

**10. ORDINANCES AND RESOLUTIONS**

**A. [O-2-08 - An Ordinance relating to weights and measures](#)**

Moved by Alderman Pack, seconded by Alderman Eckstein to adopt O-2-08

Discussion

Motion carried on roll call 6-1. Merkes-no, Michalkiewicz-absent

**B. [R-4-08 Authorizing Resolution Relating to the City of Menasha Participation in the Wisconsin Community Development Block Grant Program.](#)**

Moved by Alderman Pack, seconded by Alderman Taylor to adopt R-4-08

Motion carried on roll call 7-0. (Michalkiewicz-absent)

## **11. COUNCIL DIRECTIVES**

### **A. CA/HRD Brandt - Update Lake Park Villas Athletica Health Club (Ald. Taylor)**

CA/HRD Brandt reported the City does not own Athletica Fitness Center. It is currently in receivership. When a bid is received, a notice of the hearing regarding the bid will be sent. As for the lot sales at Lake Park Villas, there have been five accepted offers and one final sale since John Coughlin took over as the real estate agent.

### **B. Chief Stanke - Code Enforcement Officer 1. Hiring/Start Date 2. Initial duties (Ald. Merkes & Ald. Taylor)**

Lt. Brunn reported a person was hired, worked a couple weeks, then took a different job more in line with his profession. They are back at the interviewing process. There is a job description with the job duties listed. It is a combination of Community Service Officer duties and enforcing City ordinance codes.

CA/HRD Brandt reported there will be a protocol on how complaints will be handled.

### **C. Clerk Galeazzi & IT Supv. James - Novus Agenda 1. Issues with update 2. Future use or change in program for posting agendas/minutes (Ald. Merkes)**

Refer to memo from IT Super Patrick James.

CA/HRD Brandt reported that the recording Secretary of the committees, boards and commissions is responsible for prepare the minutes and agenda. For the committees, boards and commissions that have a non-staff person as the recording secretary, a staff member will be responsible for putting the minutes and agenda into the Novus program.

### **D. PRD Tungate & CDD Keil - Update Gilbert Mill, Whitewater Park issues (Ald. Taylor)**

PRD Tungate and CDD Keil reported on the Planning Grant Application that will be submitted to the Dept. of Commerce. A whitewater park is included in the application for the recreation use part.

### **E. IT Manager Lacey - Video Equipment-Timeline for installation and start-up (Ald. Merkes)**

Refer to memo from IT Manager, Jeff Lacy.

DPW Radtke reported Building Supervisor Adam Alix has made arrangements for the asbestos to be removed from the areas that the cables for the cameras will be installed.

### **F. PWD Radtke - Milwaukee Street-Broad Street to Third Street-Street repair issues (Ald. Taylor)**

DPW Radtke reported the current condition of Milwaukee Street is due to the harsh winter weather, lots of snow and cold. Milwaukee Street is a heavily travel street, so it gets plowed and salted more frequently. The streets will be re-evaluated in the spring for rating on importances of repairs.

### **G. PRD Tungate - Update Installation of access trail to Barker Farm Park cooperating with the Town of Harrison (Ald. Taylor)**

PRD Tungate report the idea has been discussed with Town of Harrison. The Parks and Recreation Board voted to move forward on the idea. It will now be presented to the Plan Commission. If approved by Plan Commission, then the Council can vote on it.

**H. MUGM Young- Update Menasha Utilities Steam Plant issues (Ald. Taylor)**

GM Young reported the vendor has authorized the purchase of the parts required to fix the noise issue; neighbors have been updated on the situation. The coal moisture issue has improved. Turbine generator #5 will be taken down when new parts are ordered, should be April or May.

**12. CITIZEN REPRISE (People from the gallery to be heard; only pertaining to matters on the agenda - five (5) minute time limit for each person)**

**A. Public comments on matters pertaining to the agenda**

None

**13. ADJOURNMENT**

**A. Adjournment**

Moved by Alderman Wisneski, seconded by Alderman Pack to move to adjourn at 8:50p.m

Motion Carried on voice vote

Results:

Respectfully submitted by Deborah A. Galeazzi, City Clerk

CDBG Planning Grant

Pre-Application Summary

Public Hearing

CDD Keil gave an overview of the CDBG Planning Grant application process and intended outcome of the plan prepared under the grant. The application is for a Site Specific Planning Grant which is a plan for the use or reuse of a specific site, in this case the former Gilbert Paper Mill site.

The Plan Must Meet One of Two National Objectives

- At least 51% of persons benefiting from the park are LMI
- The plan addresses a blighted area
- This plan is intended to address a blighted area

The Plan is to Consist of the Following:

- The design of public shoreline and habitat improvements
- The design of areas intended for greenspace and public use

- The preparation of a conceptual design of a whitewater course
- The preparation of a plan for the overall development of the site including pedestrian and vehicular traffic patterns and parking
- The determination of infrastructure requirements to support redevelopment of the site

This plan is to be partially funded from CDBG grant sources. Other types of activities are eligible for funding and may be applied for in place of the proposed activity or at a later date. In fact, the plans prepared under the Planning Grant will be used to support a CDBG funded brownfields grant primarily targeted at demolition work at the Gilbert site. It is not expected that the implementation of the plan will result in the displacement of any persons or businesses.

Staff prepared a request for proposal for engineering and design services.

Three proposals were received and reviewed by a panel including CDD Keil, PRD Tungate, Dick Sturm a member of the Parks Board and Plan Commission, and Bob Stevens from the Redevelopment Authority.

It is expected that an agreement for services will be brought forward for council approval in April.

The time table for the planning grant is as follows:

- Submit application – March 2008
- Receive notice of Grant Award – April 2008
- Plan preparation – April-July 2008
- Public Hearing and Plan Adoption – August 2008

Plan may run concurrent with Brownfields grant application in June/July 2008

#### Current Status

- Common Council approved proceeding with the grant application in February

CDBG planning grant guidelines require a statement identifying community development needs including housing, public facilities and economic development. The housing needs documented in the Housing Plan include:

1. Development of an adequate supply and a wide variety of housing types;
2. Preserving, rehabilitating, and stabilizing older neighborhood;
3. Affordable home ownership opportunities;
4. Affordable rental opportunities;
5. Housing for seniors and special needs households;

6. Residential development in the downtown area;
7. Promoting the City of Menasha as a quality place to live;
8. Promoting and enforcing fair housing regulations.

Economic Development Needs as Identified by the Economic Development Focus Group Providing Input to the Comprehensive Plan

- More professional services – Oneida Street, Province Terrace, Downtown – Third Street, Gilbert Site
- More specialty shops and destinations
- More entertainment – downtown, Third Street, Riverfront
- Grocery store/organic grocery store
- Upscale bars/restaurants/brew pubs – downtown, Gilbert site, Lake Park Villas, Midway Road
- Open air markets in the downtown and/or Gilbert site
- More mixed-use development – residential/commercial
- Industry with local decision making

Public Facilities Needs as Identified by Various City Departments as Input to the Comprehensive Plan

- Stormwater management
- Upgrades/replacement of the Public Works Facility
- Relocation of Fire Station #36
- Renovation of the Public Protection Facility on First Street to better meet the needs of the Police Department and Fire Department